



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: May 10, 2018
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Vacant Positions
 - Animal Control/Code Enforcement Officer; currently processing.
 - One Patrol Officer Position; currently being advertised.
 - Assistant Planning & Zoning Director will be advertised next week.

Court

Municipal Court Cases											
Court Dates	01/11/2018	01/18/2018	01/25/2018	02/08/2018	02/22/2018	03/08/2018	03/22/2018	03/29/2018	04/12/2018	04/26/2018	
# of Cases Scheduled for Court					341	292	330	145	271	364	
# of Defendants Scheduled					223	171	206	97	165	221	
Community Service	October	November	December	January	February	March	April	TOTAL			
Number of Hours Scheduled	432	231	111	432.5	206.5	602	258	2273			
Number of Completed C/S Hours	12	7	108	127.5	20		205.5	480			
Community Services Hours Completed at	October	November	December	January	February	March	April	TOTAL			
Public Works	12		102	61.5			50.5	226			
Fire Department		7		16	20			43			
Municipal Court				2			11	13			
Community Development			6				144	150			
Outside at Non-Profit Organization				48				48			

Public Works

- Projects:
 - The water well project is completed and both wells are in service; however, the Huebner well is experiencing issues with the 4" air relief valve. The parts have been ordered and the contractor is scheduled to perform the work next week. We are working with the engineer on the final pay application and close out.
 - We received the tank inspection report and cost estimate from LNV Engineers for the 750,000 gallon Grass Hill Ground Storage Tank. The estimate for rehab is \$252,013. LNV will work on

completing the bid docs and design plans this summer. The rehab will be scheduled for December 2018.

- Plans are finalized for a new traffic signal system at Wurzbach and Exchange Parkway, and the bid package is advertised. The bid opening was held on May 1st, and the apparent low bid was submitted by SAECO Electric and Utility. LNV will review the bid packages and finalize their recommendation.
 - The Cades Cove water and sewer main replacement project was designed. The CDBG Agreement was presented to City Council and the bid package and plans were advertised this week. The pre-bid conference is scheduled for May 22nd, and bids are due May 29th.
 - Year 1 street maintenance plans have been prepared and bids are to be advertised this month.
 - The Evers Road bridge project is underway and the old crossing has been removed. Badeco, the utility contractor, has completed the construction of the new gas mains, however within the area of the drainage boxes, the gas lines were not set to proper depth. Badeco will return to correct this at no additional cost to the City. J3, the General Contractor continues progress with other work; however this will delay the project by two additional weeks. The new sewer and water mains are completed.
 - The Huebner at Evers traffic signal project is 90% complete. The controller box is being tested and is scheduled to be installed this week.
 - Working with Consultant Nelisa Heddin to review water rates and revenues over the past two years – we met with her this week to review the preliminary data, in anticipation of bringing to City Council the first meeting in June.
 - Applied for the 2018 Bexar County CDBG Grant for Blacksmith Lane and Wagon Spoke Water and Sewer Main Replacement Project.
 - Will be submitting a request for a budget adjustment and parkland dedication for the vacant lots off of Grass Hill, William Rancher, Samaritan, and Aids Drive – this will increase the amount of land for The Ridge at Leon Valley Park to 3.8402 acres and will provide a better connection to the Hetherington Trail
 - Funding was approved by the EPA to cap two wells on City property. The work will begin in approximately two months.
 - Requesting quotes for more repairs of the Forest Oaks Pool; these include the deck and pump room – anticipate paying for these repairs from funds remaining from pool contract.
- Working on Operations Manual for Public Works. We have assigned one crew member from each crew to attend focus group meetings and we will be meeting every Wednesday afternoon till completion.
 - Revising Water and Sewer Operations Manual. Also working on a Vulnerability Assessment (VA) document
 - Working with contractor for LC-17 to keep residents informed of progress. The contractor is in the process of constructing sewer mains
 - The Old Mill Park fence is completed. The trails and parking lot are constructed. Purchasing has requisitioned the play scape and pavilion and we expect deliver and installation within the next three weeks.
 - Other equipment has been ordered for both the Silo Park (playscape, shelter, and bike rack) and The Ridge at Leon Valley Park (outdoor fitness equipment, bike rack, and basketball hoops). The delivery and installation of the equipment is expected in three weeks.

Police Department

Please see below information on police activity over the listed period. Take notice of the found open doors listed, as each of these potentially thwarted a burglary of a home.

- Arrest
 - 4-16-18 – 6800 Bandera Rd. – Assault/Family Violence – One arrested for offense
 - 4-16-18 – 5600 Bandera Rd. – Theft /\$100-750 – One arrested for offense
 - 4-16-18 – 5600 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 4-17-18 – 6200 Grissom Rd. – Wanted Person – One arrested on active county warrant
 - 4-17-18 – 6800 Timberhill – Suspicious Person – One arrested for possession of Marijuana < 2 oz.
 - 4-18-18 – 6700 Bandera Rd. – Wanted Person – One arrested for active warrant
 - 4-18-18 – 7000 Bandera Rd. – Traffic Stop – One arrested on active county warrant
 - 4-18-18 – 6600 Bandera Rd. – Traffic Stop – One arrested for DWI – **Vehicle Impounded**
 - 4-18-18 – 6600 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz.
 - 4-19-18 – 6700 Grissom Rd. – Traffic Stop – One cited/released **vehicle impounded**
 - 4-19-18 – 5600 Evers Rd. – Emergency Detention – One arrested/released at hospital
 - 4-20-17 – 6300 Bally – City Ordinance Violation – **Vehicle Impounded**
 - 4-20-18 – Bandera Rd. @ Grissom Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – **Vehicle Impounded**
 - 4-21-18 – Traffic Stop – One cited/released **Vehicle Impounded**
 - 4-21-18 – 6300 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
 - 4-22-18 – 7700 Eckhert Rd. – Traffic Stop – One arrested for possession of a controlled substance and possession of Marijuana < 2 oz. – **Vehicle Impounded**
 - 4-23-18 – 7400 Canterfield – Suspicious Vehicle – One arrested for possession of Marijuana < 2.oz – **Vehicle Impounded**
 - 4-25-18 – 6500 Bandera Rd. – Burglary/Building – Two arrested on site for offense – **Vehicle Impounded**
 - 4-25-18 – 6300 Grass Valley – Suspicious Persons/Activity – Two Detained - One arrested for possession of a controlled substance
 - 4-27-18 – 7400 Link Meadow – Traffic Stop – One arrested for DWI – **Vehicle Impounded**
 - 4-27-18 – 6300 Evers Rd. – Emergency Detention – One arrested/released at hospital
 - 4-28-18 – 6700 Timberhill – Traffic Stop – One cited/released – **Vehicle Impounded**
 - 4-28-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
 - 4-29-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
 - 4-29-18 – 5600 NW Loop 410 – Traffic Stop – One cited/released – **Vehicle Impounded**
- Significant Calls
 - 4-16-18 – 5400 Bandera Rd. – Criminal Mischief
 - 4-16-18 – 7200 Bridle Path – Indecency with a child/contact
 - 4-17-18 – 5600 Evers Rd. – Forgery
 - 4-17-18 – 5700 NW Loop 410 – Burglary/Building
 - 4-17-18 – 5600 Grissom Rd. – Theft/\$100-750
 - 4-17-18 – 7000 Bandera Rd. – Criminal Mischief
 - 4-17-18 – 7400 Linkwood – City Ordinance Violation
 - 4-17-18 – 6500 Sally Agee – Found open door
 - 4-17-18 – 5600 Caraway – Found open door
 - 4-17-18 – 6600 Fontana Point – Terroristic Threats
 - 4-18-18 – 6400 Evers Rd. – Found/Runaway
 - 4-18-18 – 5400 Thistle Dr. – City Ordinance Violation
 - 4-18-18 – 5700 Cary Grant – Aggravated Sexual Assault (Child)
 - 4-18-18 – 6400 Pacer Trail – Assault/Family Violence - Bodily Injury
 - 4-19-18 – 6300 Evers Rd. – Suspicious Person
 - 4-19-18 – 5600 Evers Rd. – Burglary/Vehicle
 - 4-19-18 – 7100 Bandera Rd. – Runaway
 - 4-19-18 – 6300 Evers Rd. – Alarm
 - 4-19-18 – 4800 NW Industrial – Found open door

- 4-20-18 – 6400 Grissom Rd. – Alarm
- 4-20-18 – 6400 El Verde – Theft
- 4-20-18 – 7700 Stebbins – Suspicious Vehicle
- 4-20-18 – 6800 Bandera Rd. – Assault
- 4-21-18 – 900 Shadow Mist – Recovered Stolen Vehicle
- 4-21-18 – 5600 Bandera Rd. – Found open door
- 4-21-18 – 5200 Savory Glen – Alarm
- 4-21-18 – 6600 Fontana Point – Found open door
- 4-21-18 – 6100 Stirrup Lane – Found open door
- 4-21-18 – 5300 Cilantro Place – Found open door
- 4-21-18 – 5500 Bandera Rd. – Found open door
- 4-21-18 – 6800 Bandera Rd. – Suspicious Person
- 4-21-18 – 5200 Savory Glen – Alarm
- 4-22-18 – 6800 Bandera Rd. – Alarm
- 4-22-18 – 6400 Bandera Rd. – Burglary/Vehicle
- 4-22-18 – 5600 Evers Rd. – Threats
- 4-22-18 – 5600 Bandera Rd. – Hit and Run Crash
- 4-22-18 – 6100 Forest Timber – Fraud
- 4-23-18 – 6100 Bandera Rd. – Found Property
- 4-23-18 – 6400 Bandera Rd. – Graffiti
- 4-23-18 – 7100 Bandera Rd. – Alarm
- 4-23-18 – 6900 Bandera Rd. – Alarm
- 4-23-18 – 6300 Evers Rd. – Theft \$750-2500
- 4-23-18 – 5700 Watercress Dr. – Alarm
- 4-23-18 – 6600 Cloverbend Dr. – Forgery
- 4-23-18 – 6000 Exchange Pkwy. – Hit and Run Crash
- 4-24-18 – 6900 Bandera Rd. – Alarm
- 4-24-18 – 6900 Bandera Rd. – Criminal Mischief \$100-750
- 4-24-18 – 6900 Bandera Rd. – Theft < \$100
- 4-24-18 – 7100 Tea Leaf – Assault/Family Violence
- 4-25-18 – 5600 Evers Rd. – Unauthorized Use of a Motor Vehicle
- 4-25-18 – 900 Shadow Mist – Hit and Run Crash
- 4-25-18 – 5500 Bandera Rd. – Alarm
- 4-25-18 – 6100 Bandera Rd. – Criminal Mischief < \$100
- 4-25-18 – 6700 Huebner Rd. – Alarm
- 4-26-18 – 6200 Sun Dial – Suspicious Circumstances
- 4-26-18 – 6700 Bandera Rd. – Theft \$100-750
- 4-27-18 – 5600 Bandera Rd. – Criminal Trespass
- 4-27-18 – 7300 Linkmeadow – Alarm
- 4-27-18 – 5400 Evers Rd. – Suspicious Circumstances
- 4-27-18 – 5700 Wurzbach Rd. - Theft
- 4-27-18 – 6200 Grissom Rd. – Assault/Family Violence
- 4-28-18 – 6900 Bandera Rd. – Alarm
- 4-28-18 – 6800 Grissom Rd. – Alarm
- 4-28-18 – 6500 Fontana Point – Damage to property
- 4-29-18 – 6200 Grissom Rd. – Burglary/Vehicle
- 4-29-18 – 6100 Bandera Rd. – Burglary/Vehicle
- 4-29-18 – 5600 Bandera Rd. – Theft < \$100

- Decoy Vehicle – Currently Not Deployed
- Traffic Citations - 173
- Warnings – 55
- School Zone Citations – 0
- Vehicle Impound – 14
- Arrests - 16

- The Criminal Investigation Unit
 - Cases Filed Six (9)
 - 2 Burglary of building
 - 2 Possession of controlled substance <4
 - 1 Possession of Controlled substance <2
 - 1 DWI 3 arrest
 - 1 Felony criminal mischief 2500-30,000
 - 1 Evading arrest by vehicle
 - 1 Misdemeanor assault family violence
- Active Investigations
 - CID Unit working Texas coin store burglary (recovered property) search warrant
 - CID prepared arrest warrant for burglary suspect Texas Coins
 - CID served one search warrant
 - CID served one arrest warrant
 - CID recovered property from pawn shop
 - CID continuing investigations into two sexual assaults
- Additions CID Activity
 - All CID participated in P.T test
 - Continued follow up on Frankie the missing dog
 - Registered one sex offender
 - CID assisted with furniture install
 - assisted in interviewing SP on cases

- Code Enforcement/Animal Control

Most Duties were Assumed by Patrol and Supervisors due to lack of staffing

Code Enforcement fielded (6) junked/abandoned/illegal vehicle complaints and another resident was warned for an unregistered vehicle. One (1) high grass/overgrown tree report was handled. Three code inspections were conducted. One report of storage shed extending over property line was handled. One complaint of construction equipment on the roadway was handled and the equipment was moved. Approximately 50 calls were fielded regarding the trash collection ordinance warning letter that was mailed out. One complaint of construction refuse in an alley was handled. One notice was sent for a house in disrepair and three vehicles were towed for ordinance vehicle violations.

Animal Control arranged pick up of (1) dead opossum and another sick opossum was euthanized. Two at large dog calls were handled. TNR traps were set at one apartment complex. One dead raccoon was picked up for disposal by Tiger Sanitation. There was a report of loose cats behind the library and a loose dog. Two reports of dogs barking late at night were handled and one citation was issued. One report of raccoons on residential property was referred.

- Traffic Unit

The Traffic Unit officers were assigned to school zones before and after school and worked on neighborhood speeding/traffic concerns.

Reporting Period Activity:

Moving Violations	110
Non-Moving Violations	29
Warnings	17
Vehicles Impounded	11

Fire Department

- **NISD Bond includes LV Elementary School** – The passing of the NISD Bond package by voters included a retrofit fire sprinkler system for Leon Valley elementary school. This is the only school in the City of Leon Valley without a fire sprinkler system, and would mark a significant upgrade to safety for the community. The department has been working with NISD staff for several years towards this project, and will be working with them throughout its completion.
- **Fire Break cut in Natural Area** – The fire department continued its efforts to maintain *Firewise Communities USA* status and excellence in wildland-urban interface management. The shaded fuel break that borders the Sunlight subdivision and the Leon Valley Natural Area was cut and managed this week by C-shift. The crews worked to mow the grasses, cut low limbs, and remove dead and downed vegetation within 30 feet to the fence line of the adjacent properties. This work minimizes the threat of wildfire spread to the natural area and from a house into the Natural Area.
- **Sutherland Springs response** – In response to the tragic shooting at Sutherland Springs, Texas last year, the fire department received a reimbursement check for \$3,000 from the South Texas Regional Advisory Council. The funds have been expended earlier for overtime, and will be presented to council as a budget adjustment to replenish those funds.
- **Firewise/WUI/ISO** – The department is celebrating 5 years as recognized Firewise Communities USA status. This status is not often designated for an entire City, and is the result of a comprehensive community wildfire protection plan (CWPP), and several mitigation projects that have taken place over the years. The department is currently seeking approval of the Wildland-Urban Interface code, which solidifies our efforts in wildfire prevention and offers points towards our upcoming ISO rating survey.
- **Soap Box Derby** – The Soap Box Derby is right on schedule to be a big hit! We now have 18 cars, 14 of which are representative of Leon Valley businesses. There are plenty of logistics and planning occurring to set the race up for success, including the recruitment of a volunteer in the community that was a former Race Director in Cleveland, Ohio. The department is being provided donations from Beaumont, TX to support the event, including launching ramps, and much needed weights.
- **Fire Recovery USA** – The department has received its second payment from Fire Recovery USA, in the amount of \$1,796.42. The fund was created following the adoption of fees associated with response to vehicle accidents. The system is currently reporting over \$15,000 in pending fees billed to various insurance companies, intended to support the response of Leon Valley Fire Department to vehicle accidents.

Community Development Department

- **Zoning Code Revisions**
 - Staff and Zoning Commission continue discussing potential revisions to the City's zoning code. At their April 24th meeting, the Planning and Zoning Commission discussed revisions to Division 13, Planning Commission Organization (which are proposed to be relocated to Division 6). The Commission will be discussing additional revisions at their May 22nd meeting, and Staff will be presenting a comprehensive schedule for the revisions process.
- **Zoning Cases**
 - The previously submitted request for a Specific Use Permit at 5409 Bandera Road, Suite 209 to allow the space to be used for special events such as weddings and quinceaneras, was withdrawn by the applicant.

- On April 18th, Staff received application for Specific Use Permit at 5405 Bandera Road, Suite 117 to allow for Motorcycle sales and service. The request is tentatively scheduled for consideration at the May 22nd, Planning and Zoning Commission meeting.
- Staff received application for Specific Use Permit for 7317 Huebner Road to facilitate the expansion of the St. John's Baptist Church. The property is currently zoned B-2 (retail) which does not allow for a church. The property is also located next to a residential area, which triggers the need for an (SUP). The applications are currently on-hold, due to the Zoning code requirement to submit a Level 1 Traffic Impact Analysis.
- Board of Adjustment
 - On April 23, Staff received a request by Ameriguard Elite located at 5405 Bandera Road, Suite 101, for a variance to the requirements of the Sign Code for maximum allowed Window Signage. The request is tentatively scheduled for consideration at the May 29th Zoning Board of Adjustment meeting.
- Plats
 - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
- City Council
 - The Community Development Department does not have any items scheduled for consideration at the May 15th City Council meeting.
- ONIT
 - Staff continues to work with the On-It team to resolve zoning, code enforcement, and certificate of occupancy issues throughout the City. Staff provides support to Code Enforcement Officers conducting research, preparing notices of violation, and initiating zoning and variance requests.
 - Staff is coordinating with the owner of the Seneca Plaza Shopping Center to perform comprehensive building and fire inspections, which will allow for the issuance of subsequent Certificates of Occupancy.
- Permitting and Records
 - 40 walk-in customers were served from April 25 to May 9, 2018 at the Community Development office.
 - 48 projects were processed or are in progress.
 - 2 Certificates of Occupancy were issued.
 - The majority of permits issued were electrical.
 - Staff performed a comprehensive review of the proposed Family Dollar at the Rios Crystal Mall Shopping Center. As part of the review, Staff will be working with the applicants regarding existing non-conforming elements of the shopping center, including architecture, landscaping, and signage.
 - Staff received application for a remodel of a portion of the School of Science and Technology building at 5707 Bandera Road. Staff is currently reviewing this request.
- Development Meetings/Correspondence
 - Staff coordinated with Horizon Design (Landscape Architects) regarding the anticipated

submittal for development application for a new retail development at Eckhart and Robin Road (at entrance to Joh Marshall High School). They anticipate the submittal of a variance to the City's Tree Preservation requirements.

- **Development Office**
Staff continues work streamlining the City's development review process for new requests including building permits, certificates of occupancy, plats, and zoning requests. Enhancements underway include:
 - Updating of all permit applications,
 - Creation of permit checklists for the use of both applicants and Staff.
 - Creation of a deadline schedule to assist customers in planning for the City's development process.
 - Enhanced Site Plan Review process, which enables commercial developers and builders to receive initial review and approval of their proposed site plan prior to proceeding proceeding with the building design.

Economic Development

The Economic/Community Development Advisory Group met May 2, 2018, and recommended approval of funding the platting fees associated with vacant city owned properties located off of Samaritan Drive. This project will be presented at next week's council meeting.

The Economic/Community Development Advisory Group will meet on May 30, 2018, at 6:30 p.m. to vet 2 additional projects.

The Economic/Community Development Advisory Group will give their annual report to the Leon Valley City Council on June 19th, 2018.

Staff is working with UTSA's Small Business Development Department and will have a proposal ready from this work on May 30th, 2018, for the Advisory Group.

Staff is working with Quik Trip with the permitting process in anticipation of this store opening in October of 2018.

Staff is working with a corporation in an effort to possibly bring another restaurant to Bandera Road.

Staff is working with the owner of the Rios Crystal Mall as they continue to construct an area for a new dollar store.

Staff (led by City Secretary) continues to work on 4th of July activities and sponsors.

City Secretary

- Since the last report, the City Secretary's Office has processed 14 open record requests. Those requests were for: permit information, Red Light Camera items, election records, traffic study records, City Council and Staff emails, body cam videos phone records and text messages.
- Continued planning for the 2018 July 4th Event.
- Oversaw the May 05, 2018 General Election.
- Updated 17 Code of Ordinance Books with Supplement No. 1

Library

- Saturday, May 12 at 12:30 pm – Local author Charles Darnell will be speaking and signing his book.
- Working on application to receive Backyard Wilderness Exhibit and event this fall.
- Working on Hancher Grant for Collection Development. Our focus will be updating the adult non-fiction collection. Application due September 1.
- Summer Reading Kick Off Saturday June 9. Currently coordinating our costumed superheroes that will be making a special appearance and facilitating the activities!

- New public printer/copier is installed at library and working.
- Starting process to become an affiliate library with FamilySearch.com and be included in their Wiki.
- Website for City of Leon Valley digitized history: <https://bit.ly/2II0grA>
This site is constantly being added to due to our rich history so check back often!

Upcoming Events:

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, May 15, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next Regular City Council Meeting, June 5, 2018, at 6:00 p.m.
 - Joint Primary Runoff Election, Early Voting May 14-18, 2018; Election Day May 22, 2018
 - LV Historical Society Pioneer Ice Cream Social, Saturday, May 26, 2018, 10:00a.m. to 3:00p.m. at the Grounds of the Huebner -Onion Homestead, 6613 Bandera Rd.
 - City Offices Closed Monday, May 28, 2018, in observance of Memorial Day
 - Library Summer Reading Program Kick Off, Saturday, June 9, 2018, at 10:30 a.m.
- Committee Meetings:
 - Police Advisory Committee; May 16, 2018, at 6:30 p.m. at City Hall
 - Zoning Commission Meeting; May 22, 2018, at 7:00 p.m. at City Hall
 - Economic & Community Development Advisory Group Meeting; May 30th, 2018, at 6:30 p.m. at City Hall